

How To Save & Sync Forms Saved On The NICEIC Cert App



This guide explains how to save and sync forms saved locally on an Apple or Android device. It provides step-by-step instructions on how to save and sync the forms, as well as how to check if the synchronization process was successful.

- 1
- Open the form saved on the device and click on the action button on the bottom right hand side of the page.

Details of the Contractor, Client, and Installation

Details of the Contractor

Registration Number

Branch Number

Trading Title

Address

Address Line 1

Town

Postcode

Telephone No

Details of the Client

Use Existing

Contractor Reference No (CRN)

Name

Mr Cersture

Address

Address Line 1

Certsure Ltd, Warwick House

Address Line 2

Houghton Hall Park

Address Line 3

Houghton Regis

Town

DUNSTABLE

County

Bedfordshire

Postcode

Telephone No

LU5 5ZX

Details of the Installation

Copy Client

Unique Property Reference Number (UPRN)

Occupier

Mr Cersture

Address

Address Line 1

Certsure Ltd, Warwick House

Address Line 2

Houghton Hall Park

Address Line 3

Houghton Regis

Town

DUNSTABLE

County

Bedfordshire

Postcode

Telephone No

LU5 5ZX

Made with Scribe - <https://scribehow.com>

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2 Select 'Save & Sync'.

Part 1: Details of the Contractor, Client, and Installation

Details of the Contractor	Details of the Client	Details of the Installation
Registration Number	Use Existing	Copy Client
Branch Number	Contractor Reference No (CRN)	Unique Property Reference Number (UPRN)
Trading Title	Name Mr Certsure	Occupier Mr Certsure
Address	Address	Address
	Address Line 1 Certsure Ltd, Warwick House	Address Line 1 Certsure Ltd, Warwick House
	Address Line 2 Houghton Hall Park	Address Line 2 Houghton Hall Park
	Address Line 3 Houghton Regis	Address Line 3 Houghton Regis
Town	Town DUNSTABLE	Town DUNSTABLE
	County Bedfordshire	County Bedfordshire
Postcode	Postcode LU5 5ZX	Postcode LU5 5ZX
Telephone No	Telephone No	

Save and sync
Images & Notes
Close
Save on this device

3 Select 'Confirm'.

Part 1: Details of the Contractor, Client, and Installation

Details of the Contractor	Details of the Client	Details of the Installation
Registration Number	Use Existing	Copy Client
Branch Number	Contractor Reference No (CRN)	Unique Property Reference Number (UPRN)
Trading Title	Name Mr Certsure	Occupier Mr Certsure
Address	Address	Address
	Address Line 1 Certsure Ltd, Warwick House	Address Line 1 Certsure Ltd, Warwick House
	Address Line 2 Houghton Hall Park	Address Line 2 Houghton Hall Park
	Address Line 3 Houghton Regis	Address Line 3 Houghton Regis
Town	Town DUNSTABLE	Town DUNSTABLE
	County Bedfordshire	County Bedfordshire
Postcode	Postcode LU5 5ZX	Postcode LU5 5ZX
Telephone No	Telephone No	

Confirmation
Are you sure you want to save and synchronize this certificate?
Cancel **Confirm**

Save and sync
Images & Notes
Close
Save on this device

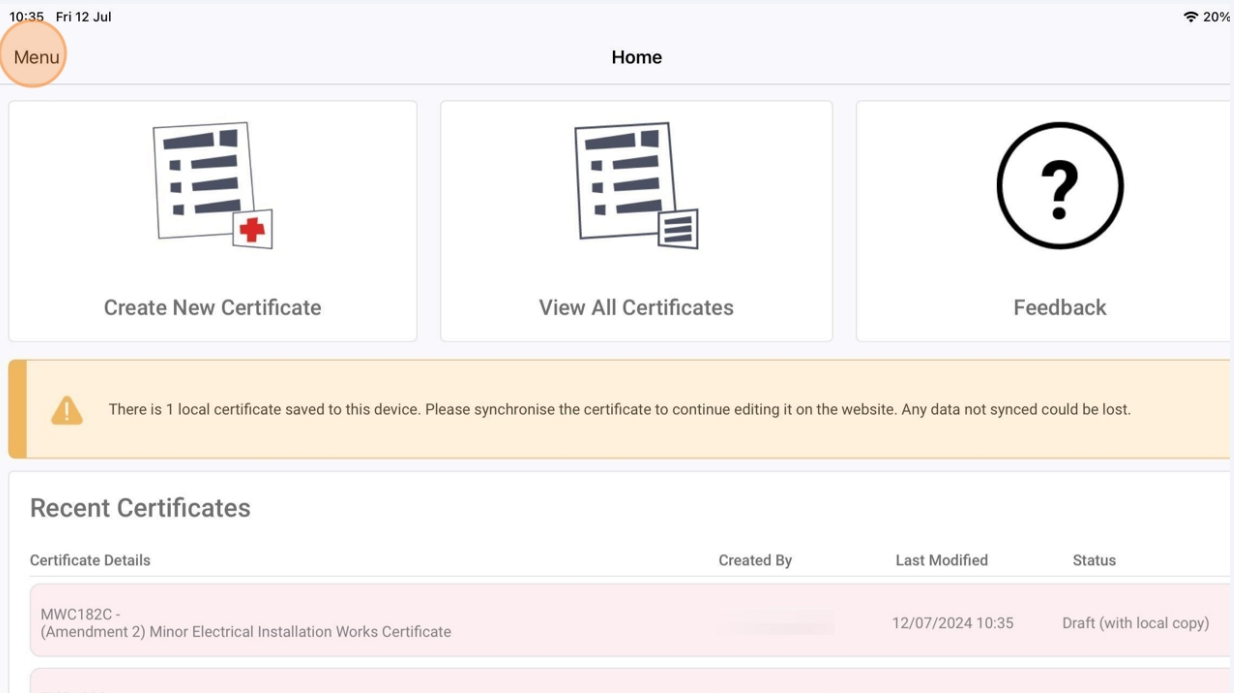


Tip! The form will now save and attempt to sync the information to www.niceiconline.com . Please ensure that the device remains connected to the WIFI whilst the form is being synchronized.

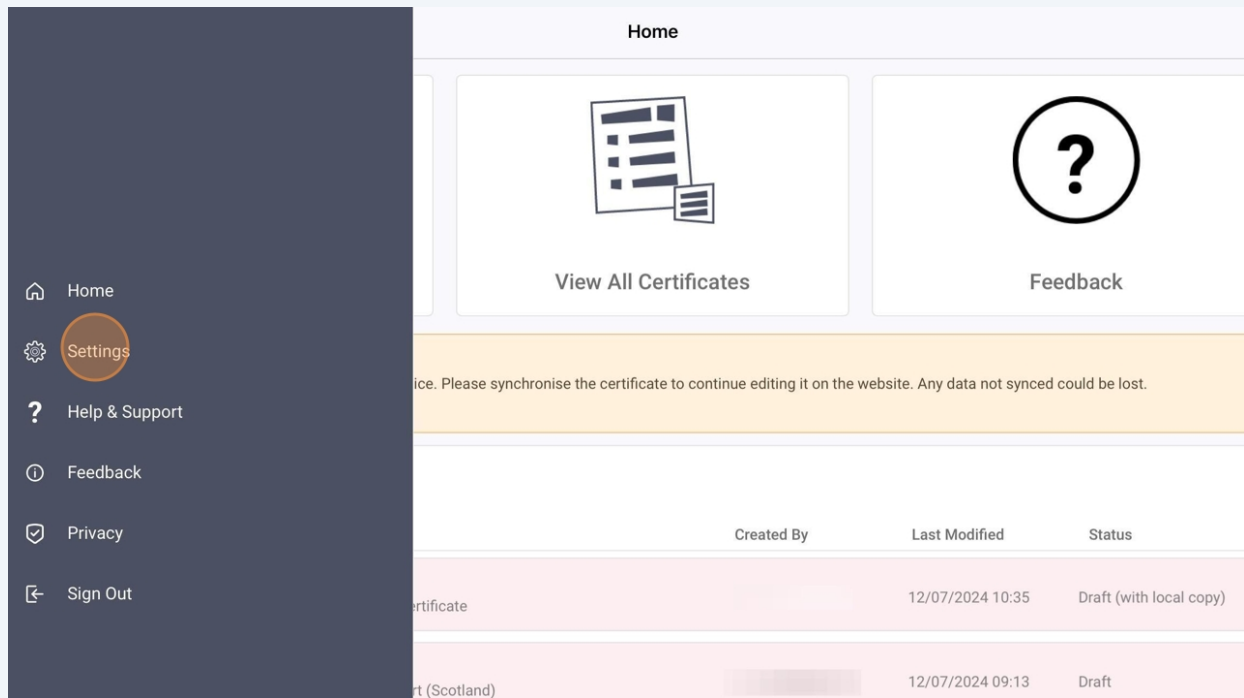
You can check if the certificate has been synchronized successfully by viewing the sync list within the apps settings. To do this, please follow steps 4 - 6

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Select the 'Menu' button on the top left hand side of the home page.

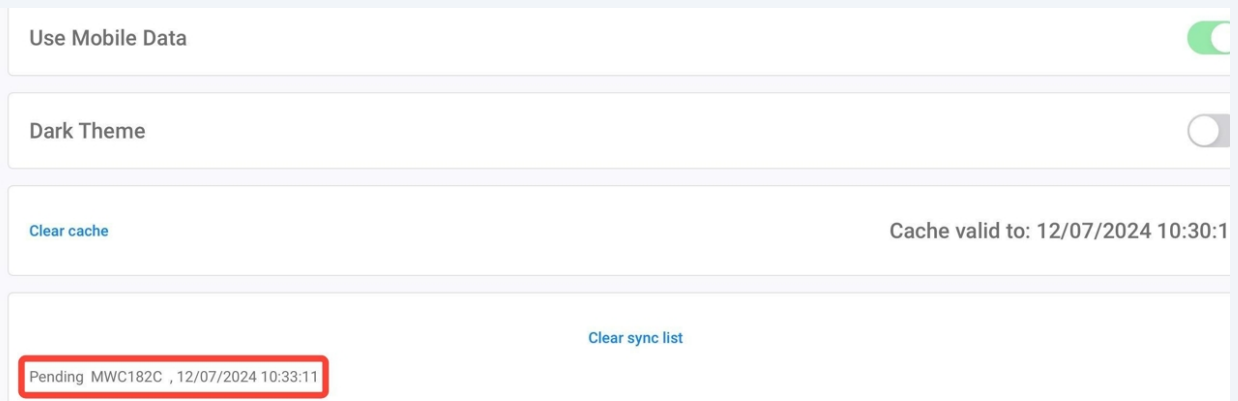


5 Select the 'Settings' button.



6 You will see the form in your 'sync list'.

The 'Pending' status means the form is being prepared for synchronization and will be synchronized shortly.



App Version: 20.18.0

Environment: PRD